

**RETURN BIDS TO:****RETOURNER LES SOUMISSIONS A:**

Bids are to be submitted electronically, by email to the following address:

OTC.Soumission-Bid.CTA@otc-cta.gc.ca

Bids will not be accepted by any other method of delivery.

STANDARD REQUEST FOR BID**DEMANDE DE SOUMISSIONS - STANDARD**

The Bidder offers to provide to Canada the goods, services or both listed in the bid solicitation in accordance with the conditions set out in the bid solicitation and the prices set out in the bid.

This bid solicitation is issued in accordance with the conditions of the Supply Arrangement E60PQ-140003/PQ.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Le soumissionnaire offre de fournir au Canada les biens, services ou les deux énumérés dans la demande de soumissions aux conditions prévues dans la demande de soumissions et aux prix indiqués dans la soumission.

Cette demande de soumissions est émise conformément aux conditions de l'arrangement en matière d'approvisionnement E60PQ-140003/PQ.

Solicitation No. - N° de la demande	Amendment No. - N° de modification
Y410019004	

Date of Solicitation – Date de la demande

October 10, 2018

Address inquiries to – Adresser toute demande de renseignement à :

See Section 2, Article 4.1.

Voir section 2, article 4.1

Destination

See Section 2, Article 4.1.

Voir section 2, article 4.1

Instructions:**Municipal taxes are not applicable.**

Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.

Instructions:**Les taxes municipales ne s'appliquent pas.**

Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiqué(s). Le montant des taxes applicables doit apparaître séparément.

Supplier Name and Address – Nom et adresse du fournisseur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Name and title of person authorized to sign on behalf of supplier (type or print)

Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)

Signature : _____ Date : _____

TABLE OF CONTENTS

Section 1 – Invitation and Instructions to Bidders

Section 2 – Resulting Contract including a list of required goods and services

SECTION 1 – INVITATION AND INSTRUCTIONS TO BIDDERS

Step 1. For Tier 2 and Tier 3 only (If Tier 1, skip this step and proceed with step 2)

Is this a Manufacturer Product Specific Procurement? If yes, the **Identified User (IU)** must complete and submit the Manufacturer Product Specific form to Acquisition Branch (AB). If form approved, keep copy on file and proceed with the step 2.

Step 2. Competitive or Non-Competitive

For Competitive Requirements:

The Bidder must provide the following information AFTER bid closing, if requested to do so by Canada:

- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

For Non-Competitive Requirements:

The Bidder must provide the following information WITH the bid:

- The information requested by Canada in Annex A herein.
- One or more of the following price justifications:
 1. a current published price list indicating the percentage discount available to Canada; or
 2. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 3. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 4. any other supporting documentation as requested by Canada.

Step 3. General or PSAB

For PSAB procurement:

Canadian Content

The Supplier should propose conforming products(s) denoted as “Canadian Content” in the Supplier’s SA. Canada may preference all bids containing products(s) with this designation.

Terms of the RFB:

This RFB is issued pursuant to the Supplier's Furniture for Workspaces SA that forms part of the series of SAs issued by PWGSC with the number E60PQ-140003/PQ. The terms and conditions in the Supplier's SA apply to and form part of this RFB. Bidders who submit a bid agree to be bound by those terms and conditions as well as the terms and conditions in this RFB.

The Bidder must provide the following information with the bid:

- The information requested at Annex A, Requirement and Basis of Payment, attached herein;
- The information requested at Annex C, Floor Plans, attached herein,
- The information requested at Annex D Non-SA (NSA) products and;
- The information requested at Annex E, Evaluation Procedures, Pricing Tables and Contractor Selection, attached herein.

Bid Evaluation

Please refer to Annex E, Bid Evaluation, Pricing Tables and Contractor Selection.

RFB Issued by:		
Identified User's (IU) Agency: Contact for this RFB:	See Section 2, article 4.1 below.	
RFB Closing - Submit Bid: Bids must be submitted to the Contracting Authority on the date and at the time indicated below.		
By no later than date and time:	a. 31 October, 2018 b. 14:00 Eastern Daylight Saving Time (EDT)	
- To physical location (if applicable)	Not Applicable	
- To e-mail address (if applicable)	OTC.Soumission-Bid.CTA@otc-cta.gc.ca	
RFB Enquiries		
Please NOTE: The CTA will not answer to anymore questions related to this RFB until closing date.		

SECTION 2 - RESULTING CONTRACT CLAUSES

1.	Terms and Conditions of the Contract	
	The terms and conditions of Parts 6A and 6C of the Supplier's SA within the series E60PQ-140003/PQ apply to and form part of this Contract.	
2.	Security Requirement (Applies if article a. or b. is checked)	
2.1	The applicable security requirements are set out in the Security Requirement Check List (SRCL) attached at Annex B. The Contractor must fulfill the security requirements by meeting the terms below (the checked article applies).	
a.	<input type="checkbox"/>	Contractor may be escorted; possession of security clearance not required. Contractor personnel MAY NOT ENTER NOR PERFORM WORK ON sites where PROTECTED or CLASSIFIED information or assets are kept, without an escort provided by the department or agency for which the work is being performed.
b.	<input type="checkbox"/>	Possession of security clearance(s) is required. The Contractor must meet the security clearance requirements in the clausing in Annex B herein.
c.	<input checked="" type="checkbox"/>	There is no security requirement associated with this contract.
3.	Requirement	
3.1	The Contractor must perform the Work listed in Annex A herein.	
4.	Authorities	
4.1	Contracting Authority	
	Name:	Alain Huot
	Title:	Contracting Authority
	Department/Agency/Crown Corporation:	Canadian Transportation Agency
	Address:	15 Eddy St., Gatineau, QC K1A 0N9
	Telephone No.:	(819) 665-0986
	Facsimile No.:	N/A
	E-mail address:	Alain.Huot@otc-cta.gc.ca
4.2	Project Authority (Will be added at Contract award)	
	Name:	
	Title:	
	Department/Agency/Crown Corporation:	
	Address:	
	Telephone No.:	
	Facsimile No.:	
	E-mail address:	
4.3	Contractor's Representative	
	Name:	
	Title:	
	Company Name:	
	Address:	
	Telephone No.:	

	Facsimile No.:	
	E-mail:	
5.	Payment	
	Method of Payment	
	The checked box applies. If the Contractor's SA indicates acceptance for payment by credit card, that method may be used in conjunction with the following.	
	<input checked="" type="checkbox"/>	Single Payment
	<input type="checkbox"/>	Multiple Payments
6.	Invoicing	
	Further to the Invoicing terms of the Work Spaces Terms and Conditions Manual, the Contractor will deliver the original and one copy of the invoice to the following address for certification and payment:	
	Name of the organization and contact:	
	Address:	
	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9 Email: factures-invoices@otc-cta.gc.ca	

**ANNEX A
REQUIREMENT and BASIS OF PAYMENT**

1. Category Selection

The requirement includes the following categories of work:

Category 1a – Interconnecting Panels and Freestanding Systems

Please refer to Annex C - Floor Plans for complete product descriptions and panel matrices for the products required under this RFB.

Please note :You will also find PDF copies for a better view under Annex C1 to Annex C8

Category 1b – Accessories and Storage Products

Category 2 – Freestanding Height Adjustable Desk / Table Products

Category 2 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB

Category 3 – Metal Filing and Storage Cabinets

Maximum Height for product #(s) _____ at article 3 of this Annex is _____. **Not Applicable.**

Category 3 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Category 4 – Wood Veneer – Freestanding Products

Category 4 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Category 5 – Ancillary and Lighting Products

Category 5 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Category 6 - Support Space – Collaborative Furniture

Category 6 Non-SA (NSA) products forming part of this requirement, refer to Annex D of this RFB (approval by AB required before adding to requirement)

Product-Related Services

2. GoCUID identification and floor plans

2.1 For Product Related Services requirements – **Not Applicable**.

2.2 For Categories 1 - 6:

Scenario a. Does not include a floor plan – Category(ies).

Scenario b. Includes floor plan(s) WITH identification of product information in Annex C of this RFB. Floor plans apply to categories 1, 2,3 and 6 requirements.

Floor plan(s) are used for information purposes.

Refer to Annex A, Article 4 of the SA for Site Inspection and Documentation instructions after contract award.

Site Inspection Date: _____ (will be added at contract award).

3. Product and Pricing Tables

Bidder to complete: Section B of the tables identified by the IU in article 3 of this Annex as well as Tables 1.10. and 2.10. In a resulting contract, the term “Bid” means the Supplier’s commitment, the term “Bidder” means “Contractor”.

Product Category: 1b – Accessories and Storage Products

Table 1.1 – Products

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price**	Extended Total Price
1	ACPSMPLxxxxx xxxxxxx	Accessories	82		\$ _____	\$ _____
2	ACBIPMPLxxxxx xxxxxxx	Accessories	82		\$ _____	\$ _____
3	ACPRSMFxxxxx xx2036xx	Accessories	18		\$ _____	\$ _____
4	ACPRSMATxxxxx xx1224xx	Accessories	2		\$ _____	\$ _____
5	ACPRSMATxxxxx xx1230xx	Accessories	2		\$ _____	\$ _____

6	ACPRSMATxxxxx xx2024xx	Accessories	9		\$ _____	\$ _____
7	ACPRSMATxxxxx xx2430xx	Accessories	2		\$ _____	\$ _____
8	ACPRSMATxxxxx xx2448xx	Accessories	2		\$ _____	\$ _____
9	SPOSPMMxxxxxx SHxx3612	Storage Products	4		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.					Cat. 1b Total	\$ _____

Table 1.2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)					Cat. 1b Delivery Total:	\$ _____

Table 1.3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple Floors Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 1b Installation Total:		\$ _____

Product Category: 2 – Freestanding Height Adjustable Desk/Table Products

Table 2.1 – Products

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoGUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price**	Extended Total Price
1	FSCAEA4824	Sit/Stand Range Height Adjustable Work Surfaces/ 48X24	1		\$ _____	\$ _____
2	FSCAEA6024	Sit/Stand Range Height Adjustable Work Surfaces 60X24	5		\$ _____	\$ _____
3	FSCAEA4830	Sit/Stand Range Height Adjustable Work Surfaces 48X30	57		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.				Cat. 2 Total		\$ _____

Table 2.2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9	15 December, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 2 Delivery Total:		\$ _____

Table 2.3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple Floors Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 2 Installation Total:		\$ _____

- Table 2.4 – Optional Product – Not Applicable**
Table 2.5 – Optional Delivery – Not Applicable
Table 2.6 – Optional Installation – Not Applicable
Table 2.7 – Product Related Services – Not Applicable

Table 2.8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9
B	Dock	Standard size
C	Lift	No lift
D	Door	
2.2	Freight Elevator	Available
2.3	Other (specify, if any)	
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 2.9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)
 Please refer to Annex E, Bid Evaluation, Pricing Tables and Contractor Selection category 2 pricing totals.

Product Category: 3 – Metal Filing and Storage Cabinets

Table 3.1 – Product

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Price**	Extended Total Price
1	LLFC2DFDxxx1836x xxx	Locking Lateral Filing Cabinets	3		\$ _____ -	\$ _____ -
2	PSTxW2FCxxx2424L xxx	Personal Storage Towers	40		\$ _____ -	\$ _____ -
3	PSTxW2FCxxx2424R xxx	Personal Storage Towers	33		\$ _____ -	\$ _____ -
4	PEDSFSD24xxBBFxx xxx	Pedestals	50		\$ _____ -	\$ _____ -
5	SCSCOPSCXXX1836 4454	Bookcase	4		\$ _____ -	\$ _____ -
**Must not exceed ceiling unit price in SA.				Cat 3. Product Total		\$ _____ -

Table 3.2 - Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table 2.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 3 Delivery Total:		\$ _____

Table 3.3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table 2.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple floors Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 3 Installation Total:		\$ _____

Product Category: 6 – Support Space – Collaborative Furniture

Table 4.1 – Products

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID	Description of Product	Qty	Supplier Part Number	Firm Unit Price**	Extended Total Price
1	TTCCQPMFBP DTSLNIL48xx1 421NIL22xx	Table	1		\$ _____	\$ _____
2	TTPFQMPFNIL TSLPCW54xxN ILNIL30xx	Table	1		\$ _____	\$ _____
3	TTPFQMRNIL TSLPCW60xxN ILNIL24xx	Table	3		\$ _____	\$ _____
4	TTPSPCBMNIL RSLNILNILNIL3 0xxNIL	Table	2		\$ _____	\$ _____
5	SREFRQPPNIL AWANILOMCF FTFNILNILNIL	Soft Seating	4		\$ _____	\$ _____
6	SREFRPMRPD PATUNILOMC FFTFNILNILNIL	Soft Seating	6		\$ _____	\$ _____
7	SRESTQPANIL AWANILOMCF FTFNILNILNIL	Soft Seating	3		\$ _____	\$ _____
8	SCNTDTSBRPF SAWNILNILCP PVINILNILNIL	Kitchenette Seating	6		\$ _____	\$ _____
9	EDRTBARVNIL NILDEGNILNIL TB66xx72xx42 xx	Lounge Screen	2		\$ _____	\$ _____
10	SRETRBPNIL SAWSPCOMNI LTFNILNIL24xx	Soft Seating	4		\$ _____	\$ _____

11	SREBRQPPPAP SAWDSTOMA BCTF4672435 41935	Soft Seating	2		\$ _____	\$ _____
12	SREBRQPNST WSAWTSTOM ABCTF691343 541935	Soft Seating	1		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.					Cat. 6 Total	\$ _____

Table 4.2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)					Cat. 6 Delivery Total:	\$ _____

Table 4.3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Table 1.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple Floors Gatineau, QC K1A 0N9	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Cat. 6 Installation Total:		\$ _____

- Table 4.4 – Optional Product – Not Applicable**
Table 4.5 – Optional Delivery – Not Applicable
Table 4.6 – Optional Installation – Not Applicable
Table 4.7 – Product-Related Services – Not Applicable

Table 4.8 – Standard Finishes and Canada’s Facilities to Accommodate the Delivery and Certifications

1.	Standard Finishes	
1.1	<p>IU is to consult the Supplier’s Website identified in Part 6A of the SA to view the available finishes.</p> <p>Within three business days of the contract award, the Contracting Authority will provide the Contractor with a written notice of Canada’s finish choices for each of the product(s) in Annex A.</p> <p>The Contractor will deliver the products corresponding to Canada’s choice of specific finishes(s). No additional charge will be applied to Canada.</p>	
2.	Canada’s Facilities to Accommodate the Delivery	
2.1	Loading Dock/Location	
A	Location	Canadian Transportation Agency 15 Eddy St. Gatineau, QC K1A 0N9
B	Dock	Standard size
C	Lift	No lift
D	Door	
2.2	Freight Elevator	Available
2.3	Other (specify, if any)	
3.	Continuance of Certifications	
	<p>The Bidder certifies that by submitting a bid in response to the RFB, the Bidder, and any of the Bidder’s members if the Bidder is a Joint Venture, continues to comply with all of the certifications listed in Parts 6A and 6B of the Bidder’s SA for Work Spaces, as follows:</p>	
3.1	Integrity Provisions	
3.2	Federal Contractor’s Program for Employment Equity	
3.4	Product Conformance	
3.5	Price Certification (In accordance with the SA, Part 6B)	

Table 4.9 - Bid Evaluation and Contract Total (Canada may complete if not completed by the Bidder)
 Please refer to Annex E, Bid Evaluation, Pricing Tables.

ANNEX C FLOOR PLANS

Instructions to Bidder(s):

For scenario B procurements, Bidders must provide:

- a) completed floor plan(s) with proposed SA approved products;
- b) a product listing of proposed SA approved products offered at floor plan(s).

As a minimum, the product listing must include the following information:

- Supplier part numbers;
- Brief product descriptions;
- Quantities;
- Firm unit prices.

By submitting a bid, the Bidder certifies that their submission includes all components and quantities required and identified in the floor plan(s) in accordance with the product descriptions, the product configurations and panel matrices or workstations layouts stipulated at Annex C.

***At contract award, “By submitting a bid, the Bidder...” becomes “The Contractor...”.**

1) Floor Plan(s) in PDF or AutoCAD version

The attached floor plans include:

- a) The required furniture (sizes and dimensions);
- b) Furniture location and critical dimensions required to ensure conformance with all applicable codes, standards and regulations;
- c) Workstations and room numbers;
- d) Indications of panel matrices (which panels are powered, non-powered, panels with glazed elements, etc.);
- e) Indications of power feed locations;
- f) Electrical outlet locations within workstations;
- g) Telecommunications/data symbols;
- h) Lighting components requirements.

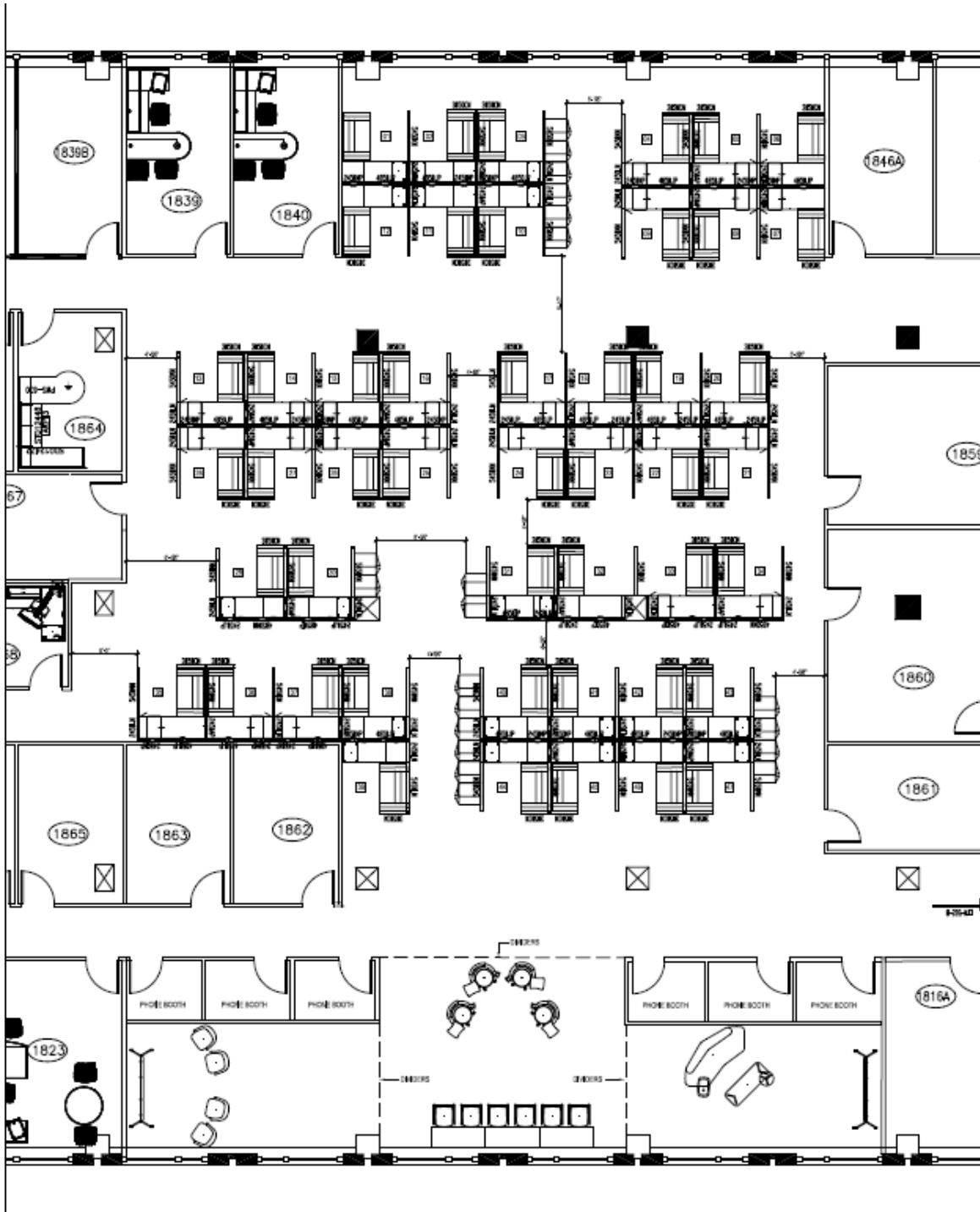
2) Product Descriptions

Product descriptions are in accordance with the attached floor plans and panel matrix.

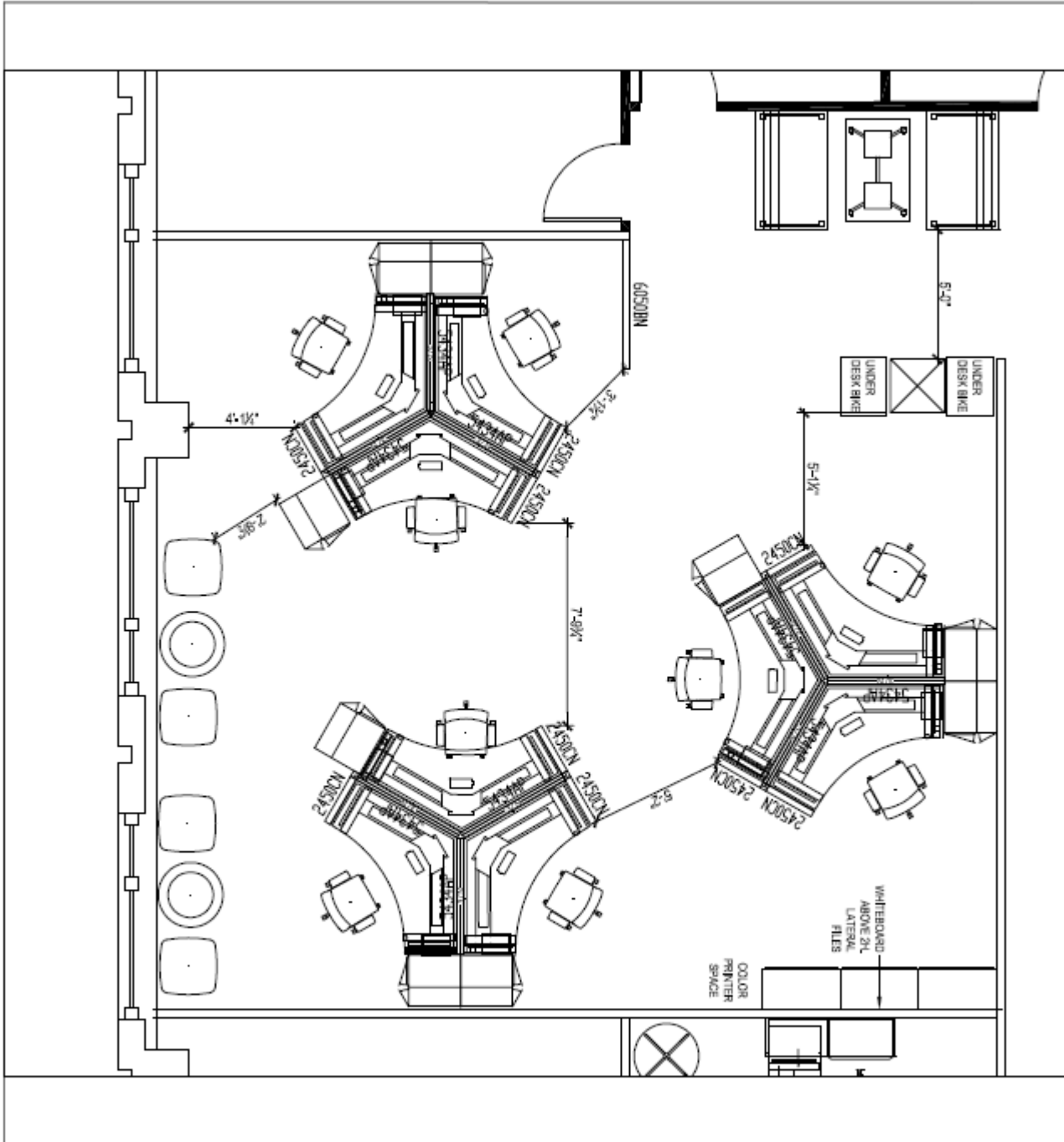
3) Product Configurations

Product configuration is in accordance with the floor plan drawings attached herein.

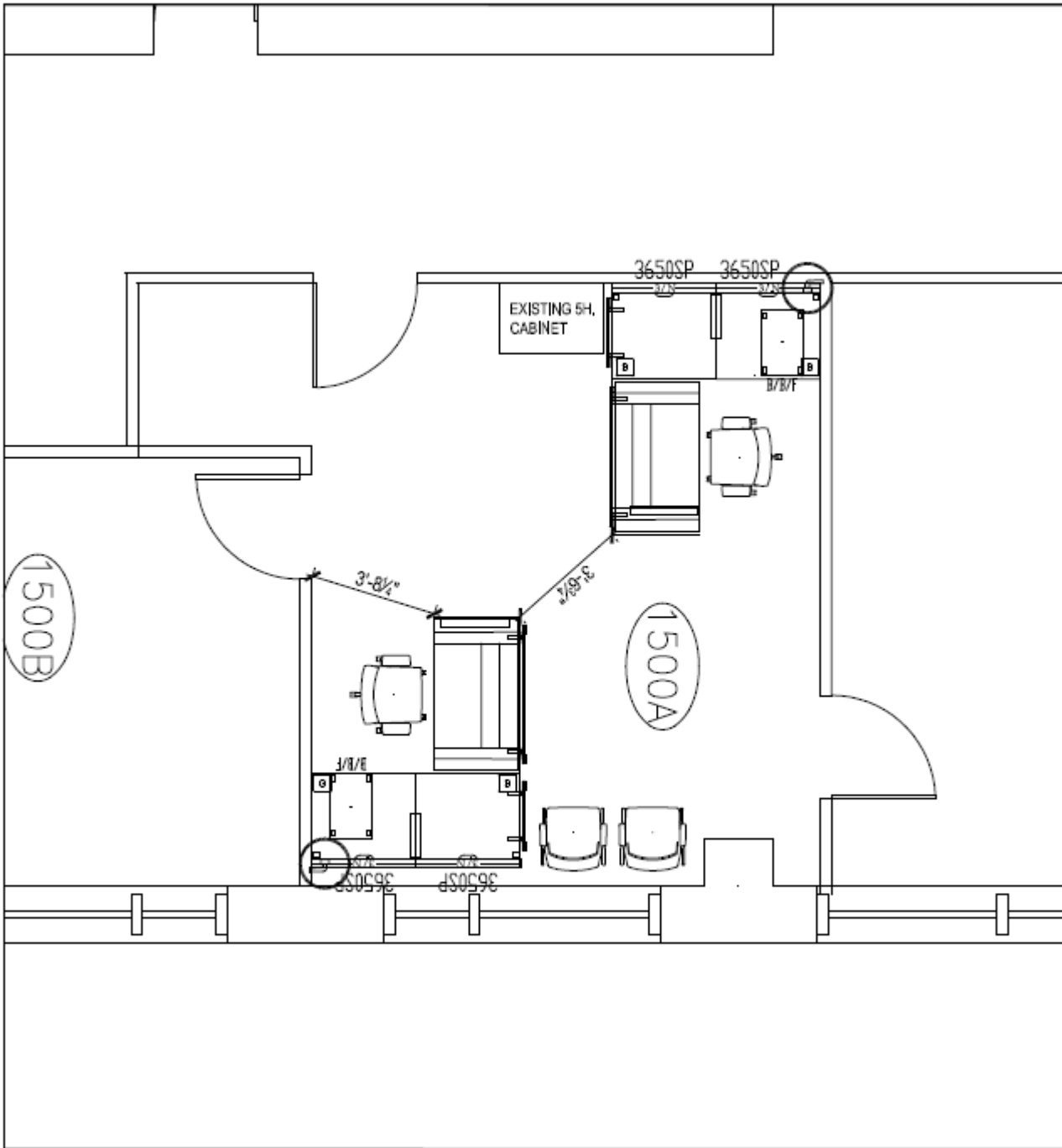
4) Panel Matrix and Workstation Layout(s)
a. CTA813-18-OPEN-SPACE-R10-PLAN



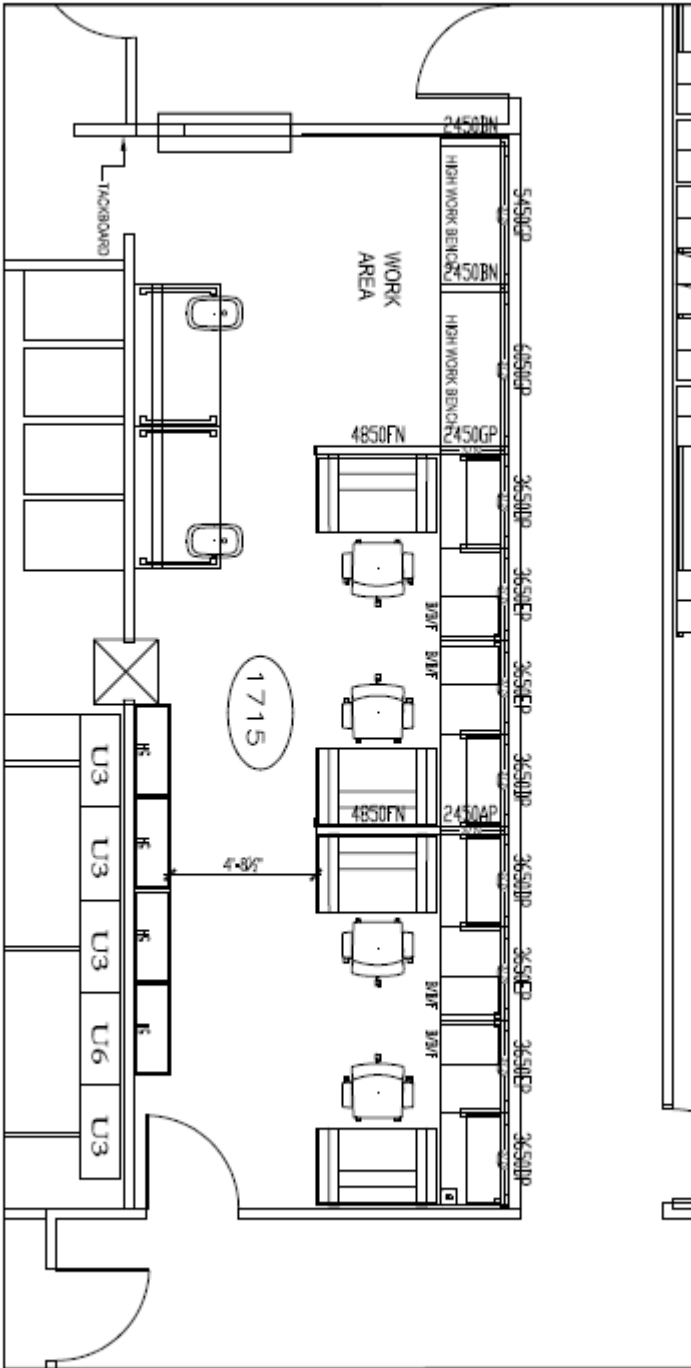
b. Annex C2 - CTA813-1940-R10-PLAN:



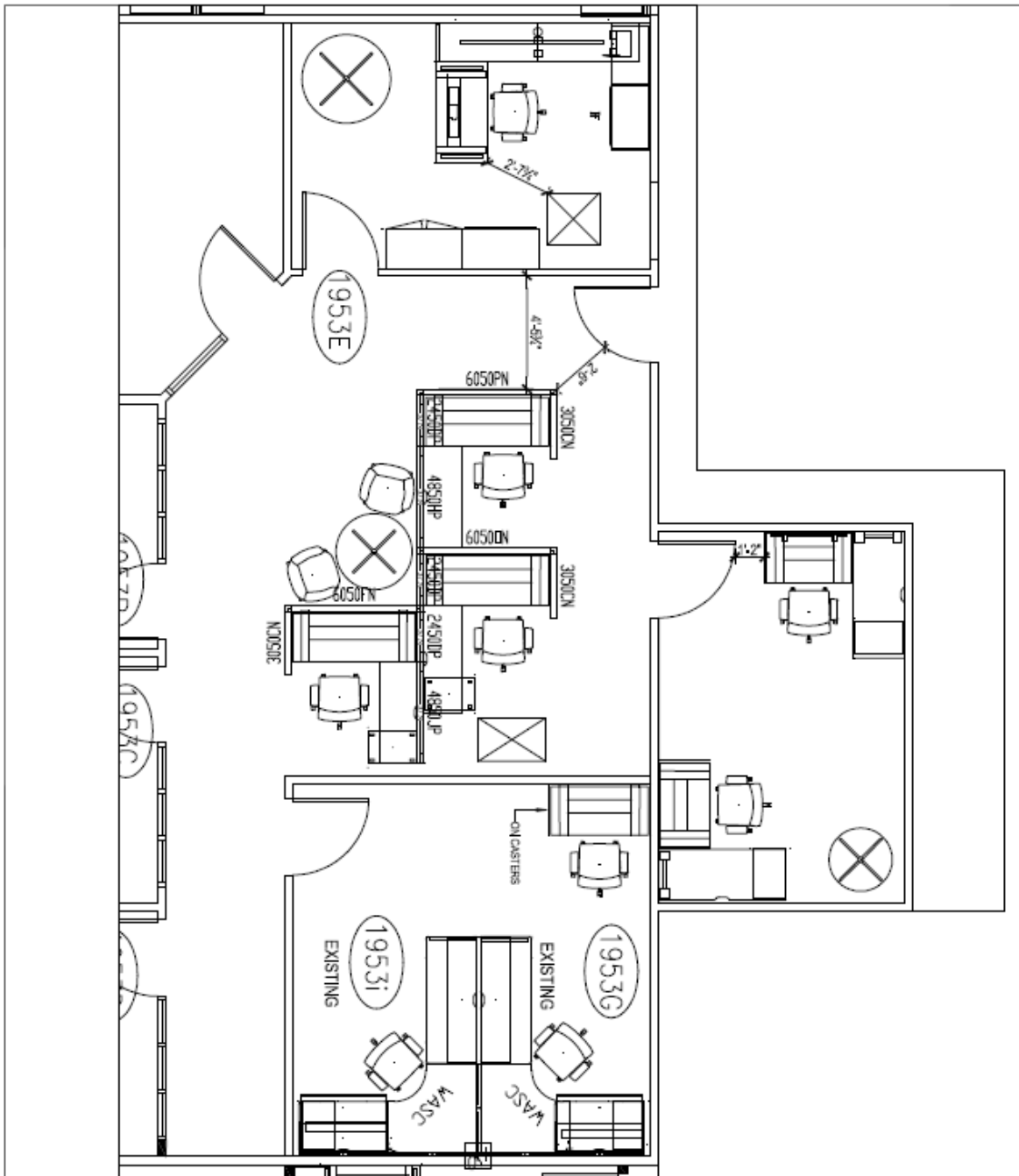
c. **Annex C3 - CTA813-1500A-R2-PLAN:**



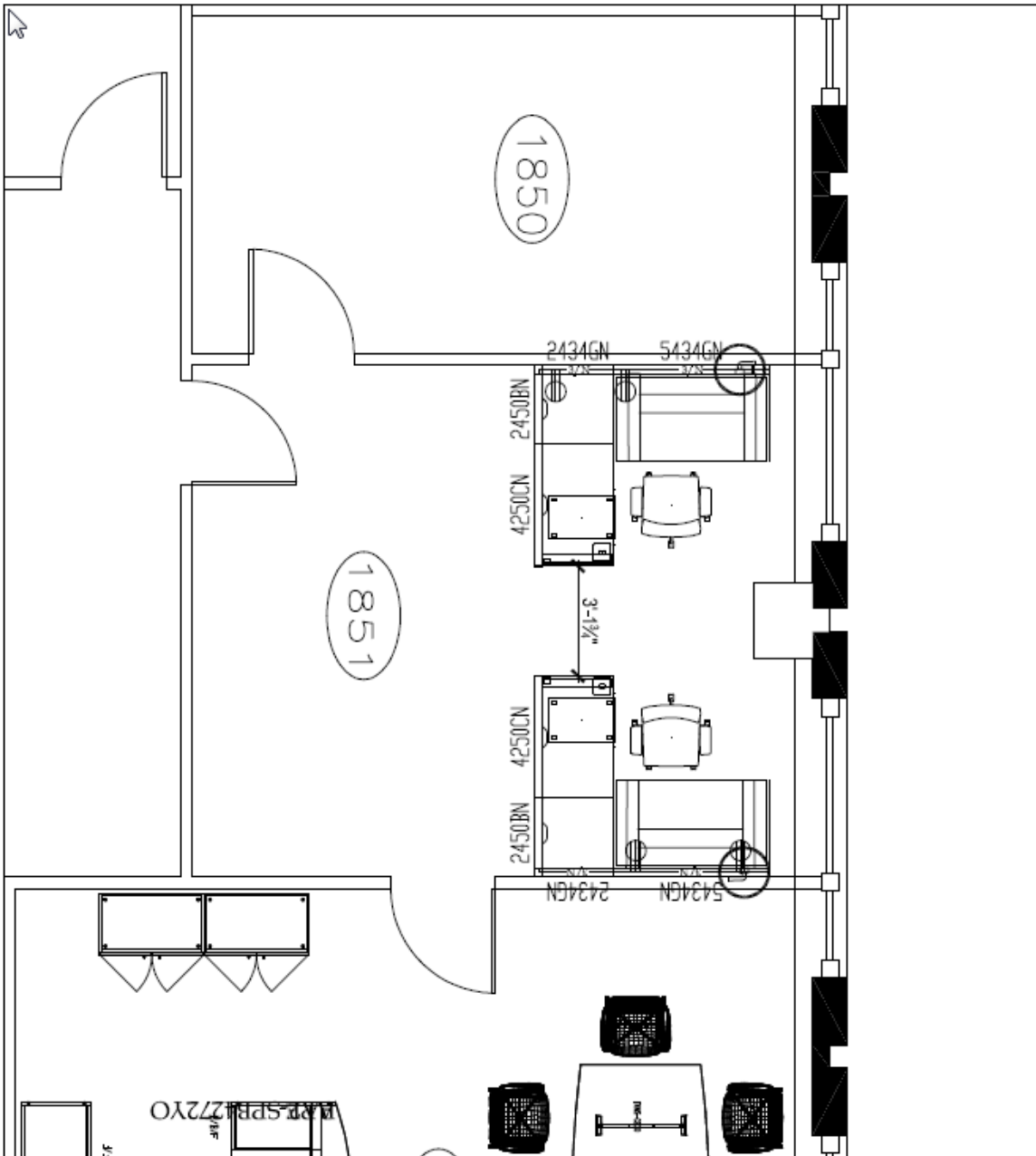
e. **Annex C5 - CTA813-1715-R3-PLAN:**



f. Annex C6 -CTA813-1953-R10-PLAN:



g. Annex C7 - CTA813-1851-R9-PLAN:



5) Product and Pricing

Category 1a - Interconnecting Panels and Freestanding Systems

Table C.1 – Products

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID Floor Plan	Description of Product	Qty	Supplier Part Number	Firm Unit Price**	Extended Total Price
1			LOT		\$ _____	\$ _____
2			LOT		\$ _____	\$ _____
3			LOT		\$ _____	\$ _____
4			LOT		\$ _____	\$ _____
5			LOT		\$ _____	\$ _____
6			LOT		\$ _____	\$ _____
7			LOT		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.				Annex C Total		\$ _____

Table C.2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Table C.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC J8X 4B3	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Annex C Delivery Total:		\$ _____

Table C.3 – Installation

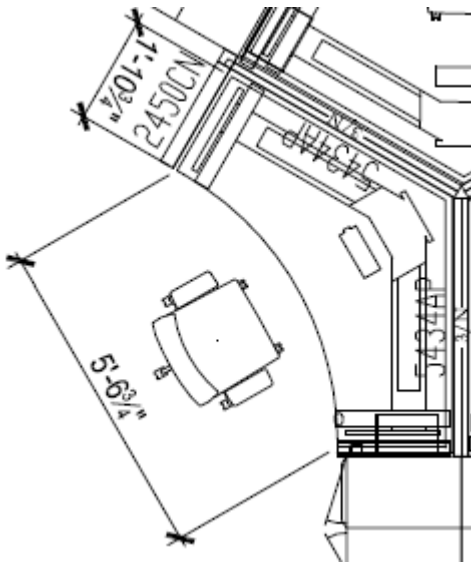
Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table C.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple Floors Gatineau, QC J8X 4B3	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Annex C Installation Total:		\$ _____

ANNEX D NON SA PRODUCTS Cat 2

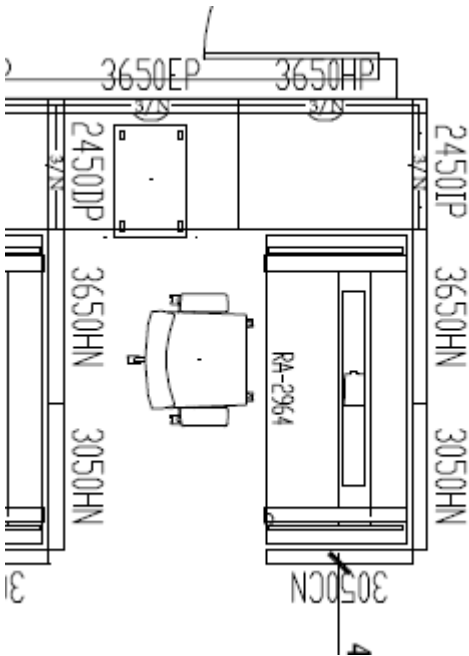
This Annex includes the additional Specifications, Certifications associated with NSA products forming part of the requirement.

1. Specifications

1.1 Curved sit-stand desk (quantity 9)



1.2 Rectangle sit-stand desk, 66 x 30 (quantity 10)



2. Certification

NSA Product Conformance *(Required precedent to Issuance of a contract)*

The Supplier certifies that all the NSA products offered will conform to all specifications indicated in Annex A and D of the RFB, and meet the testing and performance requirements found at ANNEX A-1 and A-2 of the Supply Arrangement, as applicable.

Supplier's Signature

Date

NSA Product Conformance Certification *(applies after contract award)*

The Supplier warrants that the NSA Product Conformance Certification submitted by the Supplier with its bid is accurate and complete. The Supplier must keep proper records and documentation relating to the NSA product conformance and the testing requirements in this Annex, as applicable. The Supplier must not, without obtaining the prior written consent of the SAA, dispose of any such records or documentation until the expiration of the Contract or the expiry date of the Warranty, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts.

In addition, the Supplier must provide representatives of the SAA access to all locations where any part of the Work is being performed at any time during working hours. Representatives of the SAA may examine and test the Work as they see fit. The Supplier must provide all assistance and access to facilities, test pieces, samples and documentation that the representatives of the SAA may reasonably require for the carrying out of the inspection, which may also include the submission of test reporting documentation as listed in Annex A and D. The Supplier must forward such test pieces, samples and/or documentation that may also include letters of certification from the laboratories to such person or location as the representatives of the SAA specifies.

3. Product and Pricing

Category 2 - NON SA PRODUCTS

Table D.1 – Products

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
#	GoCUID Floor Plan	Description of Product	Qty	Supplier Part Number	Firm Unit Price**	Extended Total Price
1	As Per Picture above	Curved sit-stand desk	9		\$ _____	\$ _____
2	As Per Picture above	Rectangle sit-stand desk, 66 x 30	17		\$ _____	\$ _____
**Must not exceed ceiling unit price in SA.				Annex D Total		\$ _____

Table D.2 – Delivery

Section A - IU REQUIREMENT				Section B – SUPPLIER'S BID		
Table D.1 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will deliver on the date and at the time below*	Firm, LOT Price	Extended Total
1	Canadian Transportation Agency 15 Eddy St. Gatineau, QC J8X 4B3	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to deliver on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Annex D Delivery Total:		\$ _____

Table D.3 – Installation

Section A - IU REQUIREMENT				Section B – SUPPLIER’S BID		
Table D.3 Items	Location	Desired Date (Y/M/D)	Desired Time: (Normal) Business Hours Or (Outside) Business Hours*	Supplier will install on the date and at the time below*	Firm LOT Price \$	Extended Total
1	Canadian Transportation Agency 15 Eddy St. – Multiple Floors Gatineau, QC J8X 4B3	December 15, 2018	Outside	(Y) (M) (D)	\$ _____	\$ _____
*If no dates and times are added by the Supplier, the Supplier agrees to install on the Desired Date and Time. (Normal Business Hours 8:00 – 17:00, as per SA, Annex A, article 6.)				Annex D Installation Total:		\$ _____

Annex E

Evaluation Procedures, Pricing Tables and Contractor Selection

Evaluation Procedures

An evaluation team composed of representatives of Canada will evaluate the bids.

All bids must be completed in full and provide all of the information requested in the Request for Bid to enable a full and complete evaluation.

Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest combined total evaluated price* will be recommended for award of a contract.

Category 1a. Annex C, Article 5, Table C.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Annex C, Article 5, Table C1	\$ _____
2	Delivery Total from Annex C, Article 5, Table C2	\$ _____
3	Installation Total from Annex C, Article 5, Table C3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Annex C Total Estimated Cost	\$ _____

Category 1b. Table 1.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Table 1.1	\$ _____
2	Delivery Total from Table 1.2	\$ _____
3	Installation Total from Table 1.3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Annex 1b Total Estimated Cost	\$ _____

Category 2. Table 2.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Table 2.1	\$ _____
2	Delivery Total from Table 2.2	\$ _____
3	Installation Total from Table 2.3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Cat. 2 Total Estimated Cost	\$ _____

Category 2 Non SA. Annex D Table D.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Annex D, Table D1	\$ _____
2	Delivery Total from Annex D, Table D2	\$ _____
3	Installation Total from Annex D, Table D3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Annex D Total Estimated Cost	\$ _____

Category 3. Table 3.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Table 3.1	\$ _____
2	Delivery Total from Table 3.2	\$ _____
3	Installation Total from Table 3.3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Cat. 3 Total Estimated Cost	\$ _____

Category 6 Table 4.1 – Pricing Table Total by Category

#	Item	Bid Price
1	Product Total from Table 4.1	\$ _____
2	Delivery Total from Table 4.2	\$ _____
3	Installation Total from Table 4.3	\$ _____
	Total Evaluated (Bid) Price	\$ _____
	Applicable Taxes	\$ _____
	Cat 6 Total Estimated Cost	\$ _____

Combined Total Bid Price*

#	Item	Bid Price
1	Cat 1a Annex C Total Estimated Cost, excluding Taxes	\$ _____
2	Cat 1b Total Estimated Cost, excluding Taxes	\$ _____
3	Cat. 2 Total Estimated Cost, excluding Taxes	\$ _____
4	Cat. 2 NON SA Annex D Total Estimated Cost, excluding Taxes	
5	Cat. 3 Total Estimated Cost, excluding Taxes	\$ _____
6	Cat. 6 Total Estimated Cost, excluding Taxes	\$ _____
	Total Combined Evaluated (Bid) Price*	\$ _____
	Total Applicable Taxes	
	Total Estimated Cost – All Categories	\$ _____
	* lowest combined total evaluated price	

NOTE:

1. At contract award:
"Total Evaluated (Bid) Price" becomes "Contract Price".
RFB "Total Estimated Cost – All Categories" becomes Contract "Total Estimated Cost".
2. Canada may complete the above table if not completed by the Bidder as part of our evaluation process.